

AGENDA

**REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
(502) 875-8500**

**AUGUST 16, 2004
5:00 P.M. (EST)**

**1. INVOCATION
ROLL CALL
MINUTES**

Rev. Louis Newby, First Corinthian Baptist Church

July 19, 2004 Regular Meeting, August 2, 2004 Special Meeting,
August 2, 2004 Work Session, August 4, 2004 Special Meeting

MAYOR'S REPORT

2. CEREMONIAL ITEMS

2.1 Proclamation for Kentucky Changers.

Background: The Kentucky Changers were in Frankfort July 5-9. The Changers have been supporting the City of Frankfort for eight years through its labor and ministry, in making housing repairs for low to moderate income families. Randy Foster will be in attendance to accept the proclamation.

2.2 Employee Recognition.

Background: The Board of Commissioners traditionally recognizes City employees who are retiring or are being promoted within the various City departments. At this meeting, the following individuals will be in attendance:

Fire Department: Jeffrey A. Brooks for promotion to rank of Sergeant.
Police Department: Stephen Sutton for promotion to rank of Sergeant.
Communications: Joanne Robinson for retirement with 28 years of service.

3. ORDINANCES

3.1 An Ordinance Fixing the Rate of Taxation for the Year 2005 on All Motor Vehicles and Levying Said Tax for All City Purposes.

Purpose: The purpose of this item is to consider an ordinance to set the tax rate for motor vehicles for the year 2005 at 22.7 cents per \$100 valuation.

Background: The tax rate must be set no later than 10/1/04, as required by the Kentucky Department of Revenue. The tax rate proposed for 2005 is the same rate as approved for 2004.

Recommendation: Approval.

Attachments: Ordinance.

Contact Person
Name: James C. Rogers

Title: Director
Department: Finance
Phone: (502) 875-8505
E-mail: Jrogers@fewpb.com

4. ORDERS

- 4.1 An Order by the Board of Commissioners Executing Articles of Incorporation of The Museum of the City of Frankfort. (Parks & Recreation)

Purpose: The purpose of this item is to consider an order executing the Articles of Incorporation of the Museum of the City of Frankfort.

Background: In December of 2003, Rodney and Lois Ratliff donated the building at 317-325 Ann Street for a city museum. This 501(c)(3) non-profit status would allow the City to solicit funds for the facility.

Recommendation: Approval.

Attachments: Order.
Articles of Incorporation.

Contact Person

Name: Steve Brooks
Department: Parks and Recreation
Title: Director
Phone: (502) 875-8575
E-mail: Sbrooks@fewpb.com

5. RESOLUTIONS

None.

6. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

- 6.1 Bid Award – 2005 Ford Pickup Trucks for Street Division and Central Garage. (Public Works Department)

Purpose: The purpose of this item is to consider a bid award to Man-O-War Ford for one 2005 Ford F-250 Crew Cab Pickup Truck for Street Division and one 2005 Ford F-150 Pickup Truck for Central Garage.

Background: The 2005 Ford F-250 will replace the Jeep Cherokee presently assigned to the Street Division Superintendent who needs a pickup truck to carry traffic barrels, chainsaws, and other pieces of equipment used during emergency calls. The Jeep Cherokee will be assigned to Public Works staff and replace the 1991 Crown Victoria currently assigned.

The 2005 Ford F-150 for Central Garage will replace a 1979 Ford pickup truck with over 124,000 miles.

Both vehicles will be purchased through Kentucky State Price Contract #C-01012846 with Man-O-War Ford, Lexington, Kentucky.

Financial Analysis: The cost for the 2005 Ford F-250 for the Street Division is \$24,980 which is allocated in Equipment Account # 100-62-56550. The cost for the 2005 Ford F-150 for Central Garage is \$19,756 which is allocated in Equipment Account # 100-63-56550.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: Jeff Hackbart
Title: Director
Department: Public Works
Phone: (502) 875-8563
E-mail: jhackbrt@fewpb.com

6.2 Bid Award – 2005 Chevrolet Silverado Pickup Truck. (Public Works Department)

Purpose: The purpose of this item is to consider a bid award to Jeff Jones Chevrolet for one 2005 Chevrolet Silverado Pickup Truck.

Background: The Sanitation Division requires a new pickup truck to replace a 1989 Ford pickup truck with over 100,000 miles. The older model pickup truck will be declared surplus.

The 1005 Chevrolet Silverado will be purchased through Kentucky State Price Contract #C-01012816 in the amount of \$21,606.

Recommendation: Approval.

Financial Analysis: Funding is allocated in the amount of \$21,606 in the Sanitation Division's Equipment Account # 100-65-56550 for this purchase.

Attachments: None

Contact Person

Name: Jeff Hackbart
Title: Director
Department: Public Works
Phone: (502) 875-8563
E-mail: jhackbrt@fewpb.com

6.3 Bid Award – Mowing Contract. (Public Works)

Purpose: The purpose of this item is to consider a mowing, weed eating and bush hogging agreement with Stan's Lawn Care.

Background: The Street Division currently mows residential and commercial lots that are in violation of the City's Property Maintenance Code. It is recommended that these mowing responsibilities be transferred to a private lawn care service to ensure a more timely response. The property owner will be notified of a violation by the Department of Planning and Building Codes and will have five (5) days to mow the property. If the property owner fails to mow the property within allotted time, a work order will be issued to the mowing contractor by the Planning Department and the property will be mowed within seven days. The property owner will then reimburse the City for payment. If the property owner fails to make reimbursement, a lien will be placed on the property. The mowing service can also be utilized by all departments on an as needed basis.

Four bids were received ranging from a high of \$80.00/hr for weed eating and finish mowing and \$100.00/hr for bush hogging to the low bid of 50.00/hr for finish mowing, weed eating and bush hogging submitted by Stan's Lawn Care.

Financial Analysis: Funds are available in the respective department budgets for this service.

Recommendation: Approval.

Attachments: Bid Tabulation.

Contact Person

Name:	Jeff Hackbart	Gary Muller
Title:	Director	Director
Department:	Public Works	Planning and Building Codes
Phone:	(502) 352-2091	(502) 352-2100
E-mail:	jhackbrt@fewpb.com	GMuller@fewpb.com

6.4 Sewer Extension Contract with The Kingdom Hall of Jehovah's Witnesses at 1834 Louisville Road. (Sewer Department)

Purpose: The purpose of this item is to consider a sewer extension contract with Trustees of the West Frankfort Congregation of Jehovah's Witnesses for The Kingdom Hall of Jehovah's Witnesses at 1834 Louisville Road in Franklin County to accept 75 feet of 8-inch SDR 35 sanitary sewer line and 1 manhole.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the City, a contract must be entered into between the developer and the City of Frankfort.

Trustees of the West Frankfort Congregation of Jehovah's Witnesses have signed the contract. Sanitary sewer plans and specifications have been prepared and submitted to the Sewer Department for review and approval. The Kentucky Division of Water has approved the sanitary sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval.

Attachments: Sewer Extension Contract.

Contact Person

Name: William R. Scalf, Jr.

Title: Director
Department: Sewer
Phone: (502) 875-2448
E-mail: wscalf@fewpb.com

6.5 Sewer Extension Contract with Franklin County Public Schools for West Ridge Elementary School at 711 Devils Hollow Road. (Sewer Department)

Purpose: The purpose of this item is to consider a sewer extension contract with Franklin County Public Schools for West Ridge Elementary School at 711 Devils Hollow Road in Franklin County, to accept 851 feet of 8-inch SDR 35 sanitary sewer line and 4 manholes.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the City, a contract must be entered into between the developer and the City of Frankfort.

Monte Chance, the Superintendent of Franklin County Public Schools, has signed the contract. Sanitary sewer plans and specifications have been prepared and submitted to the Sewer Department for review and approval. The Kentucky Division of Water has approved the sanitary sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval.

Attachments: Sewer Extension Contract.

Contact Person

Name: William R. Scalf, Jr.
Title: Director
Department: Sewer
Phone: (502) 875-2448
E-mail: wscalf@fewpb.com

6.6 Computer Software to Accommodate Ad Valorem Tax Revenue Receipts. (Finance Department)

Purpose: The purpose of this item is to consider the purchase of computer software that will accommodate Ad Valorem Tax revenue receipts. The current method of processing is paper based and the new system would enable having the receipts on the computer.

Background: Two quotes for an updated computer software program that would perform this function were received, ranging from \$12,940 to \$14,700. Creative Microsystems, Inc. (CMI) submitted the discounted quote of \$12,940.

The Finance Department is currently using CMI Software for Payroll, General Ledger, Inventory and Business Licenses. Being a current user, Sanderson, CMI offered to the City a discounted price for the additional software program.

With the addition of the Ad Valorem tax software from CMI, all support and support services would remain with the same vendor and therefore would interface with the current software.

Financial Analysis: Funds are available in the General Fund Budget (Account #100-50-56551).

Recommendation: Approval.

Attachments: Letter from CMI dated 8/3/04.
Software License and Hardware Sales Agreement Modification.
Creative Microsystems, Inc. Contract #2970, Annual Fee Schedule

Contact Person

Name: James C. Rogers
Title: Director
Department: Finance
Phone: (502) 875-8505
E-mail: jrogers@fewpb.com

6.7 Personnel.

<u>Personnel Action</u>	<u>Employee</u>	<u>Department</u>	<u>Effective Date</u>	<u>Other</u>
Retirement	Joanne Robinson	Communications	9/30/04	Telecommunicator, authorize payment accrued leave: 342 hrs. vacation, 100 hrs. holiday
Reclassification	Bryan J. Ruble	Public Works	8/17/04	Building Maintenance II from Maintenance Worker, Sanitation Division
Confirmation	Michael W. Felty Mark A. Traylor	Fire	9/2/04	Firefighter/Paramedic
Promotion	Byron Roberts	Public Works	8/17/04	Sanitation Foreman from position of Equipment Operator I
	Keith Meriwether	Public Works	8/17/04	Street Foreman from position of Equipment Operator II
Promotion	Jeffrey A. Brooks	Fire	8/17/04	Sergeant from rank of Firefighter/EMT
*Promotion	Stephen Sutton	Police	8/17/04	Sergeant from rank of Patrol Officer
**Conditional Offer of Employment	Jonathan Fields Richard Tucker David Schroerlucke	Police		Patrol Officer

*Note: Promotion will fill vacancy created by Sergeant Kenneth Hopkins' call to military duty for an indefinite period; position will be eliminated through attrition upon Sgt. Hopkins' return.

**Contingent upon successful completion of physical, psychological, polygraph and drug screen examinations.

Attachments: Memorandum from Police Chief dated 7/23/04.

Contact Person

Name:	John Morrow
Title:	Personnel Director
Department:	City Manager's Office
Phone:	(502) 875-8500
E-Mail:	Jmorrow@fewpb.com

7. BOARD APPOINTMENTS

8. OLD BUSINESS

None.

9. NEW BUSINESS

None.

10. CITIZEN COMMENTS (Non-agenda items)

11. COMMISSIONER COMMENTS

12. ADJOURNMENT